



## Creating a Template in Illustrator

1. Make 2 layers (Layers> New Layer)  
Bottom Layer is "Art"  
Top Layer is "Template"

In Template Layer:  
Create an outlined rectangle with no fill  
Create an outlined circle with no fill  
Lay them over each other as desired

2. Make a compound shape using Window> Pathfinder  
Once the Pathfinder Menu opens select both objects (Select> All)  
Then click the first option in the Pathfinder Menu:  
Shape Modes: Unite

3. In Art Layer:  
Add graphic in top area  
Type info in bottom area

4. To Create a Clipping Mask:  
Copy the outline from the template layer (Edit> Copy),  
Paste In Front (Edit> Paste In Front) on art layer  
to assure it lines up properly  
Lock the template Layer so it can't be changed by mistake

With artwork and outline in the same "Art" layer  
The outline needs to be in front of the artwork  
(Object> Arrange> Bring to Front)  
Select the artwork with the black arrow, then hold down the Shift key and select the outline with the black arrow.  
Then go to Object> Clipping Mask> Make

To move the image inside the clipping mask area, use the white arrow.

5. Repeat steps 3 and 4 to create alternate designs.  
File> Save As (its own file name).

To provide as printable artwork, please embed all images (Links Menu, click on image layer, then Embed Image from the drop down menu), convert all type to outlines (select all type, then go to Type> Create Outlines), and save as an eps file.